

Utah Educational Savings Plan

Beginning in January 2008, State of Utah employees have the added benefit of contributing to their Utah Educational Savings Plan (UESP) account through payroll deduction. To begin payroll deduction, you must first open a UESP account.

A Utah Educational Savings Plan account may be opened by anyone 18 years of age or older with a valid U.S. Social Security or Taxpayer Identification number. This person becomes the owner of the account. An Account Agreement, form 100, must be completed, signed, and sent to UESP by mail, fax, in person, or online from the UESP Web site. There can be only one account owner per account, although successor account owners may be designated to assume control of the account upon the death of the account owner.

You will receive your account number immediately if you enroll online. If you choose to mail, fax, or deliver your Account Agreement, you will receive your account number within two weeks. After receiving your UESP account number, setup online account access and payroll deduction by following these easy steps.

Nine Easy Steps:

Step 1: Go to www.uesp.org

Step 2: Click on "Account Access"

Step 3: First time users click on "Setup User ID/Password"

Step 4: Fill in required information and click "Continue"

Step 5: Fill in user name and password, and click "Continue"

Step 6: Click on "Payroll Deduction," which will take you to the Payroll Deduction screen

Step 7: Enter the ***Employer Code Utah529*** and click "Submit"

Step 8: Enter Employee ID Number and click "Submit"

Step 9: This screen will list all of your UESP accounts. Enter "New Deduction Amount" of each account you would like to contribute to through payroll deduction. Read carefully all information at the bottom of the screen and click "I Agree."

There is an article in the January/February 2008 Worklife Elevated, State of Utah Employee Newsletter. For more information on setting up a Utah Educational Savings Plan (UESP), please go their website at www.uesp.org.